

**CARDEROCK DIVISION DIVE PLAN**

JOB TITLE			
JOB DESCRIPTION			
NSWCCD DIVER (S)			
SPONSOR			
JOB ORDER NUMBER			
ACTUAL DATES	FROM:		TO:
LOCATION OF JOB			PHONE
SUPPORT FROM			PHONE
HOTEL/BOQ			PHONE
MESSAGE SENT	SUPP		CLNC
TRAVEL ORDERS	YES	NO	DATE
SHIPPING REO	YES	NO	DATE
NUMBER OF DIVES PLANNED		MAX DEPTH OF DIVES PLANNED	
TYPE OF EQUIPMENT.			
SCUBA <input type="checkbox"/>	MK1 <input type="checkbox"/>	MK2 <input type="checkbox"/>	AGA <input type="checkbox"/>
35 MM <input type="checkbox"/>	16MM <input type="checkbox"/>	TV <input type="checkbox"/>	BSRA <input type="checkbox"/>
AQUA KLEEN <input type="checkbox"/>	CAVITY JET <input type="checkbox"/>		
NUCLEAR DIVE:			
YES <input type="checkbox"/> NO <input type="checkbox"/>			
EMERGENCY BILL SUBMITTED: (DIVISION BILL ATTACHED) <input type="checkbox"/>			
HOST ACTIVITY <input type="checkbox"/>			
APPROVED <input type="checkbox"/>			
MEETING REQUESTED <input type="checkbox"/>			
DIVE SUPERVISOR		DIVING OFFICER	

**CARDEROCKDIV 3150/1 (6-99)**

**EMERGENCY ASSISTANCE CHECKLIST**

<b>RECOMPRESSION CHAMBER</b>	<b>GAS SUPPLIES</b>
Location	Location
Name/Phone Number	Name/Phone Number
Response Time	Response Time
<b>EMERGENCY TRANSPORTATION</b>	<b>SECURITY/COMMUNICATIONS</b>
Location	Comm. Name/Phone/Location
Name/Phone Number	Sec. Name/Phone/Location
Response Time	Response Time
<b>SECURITY</b>	<b>DIVING UNITS</b>
At NSWCCD location divers must contact security prior To commencement of daily dive operations.	Location
Name/Phone Number	Name/Phone Number
	Response Time
<b>HOSPITAL</b>	<b>COMMAND</b>
Location	Location
Name/Phone Number	Name/Phone Number
Response Time	Response Time
<b>DIVING MEDICAL OFFICER</b>	<b>EMERGENCY CONSULTATION</b>
Location	(Duty Phone Numbers 24 hours a day)
Name/Phone Number	NAVY EXPERIMENTAL DIVE UNIT (NEDU)
Response Time	Commercial: (904) 234-4351 (904) 235-1668 DSN 436-4351
<b>DTRC DUTY OFFICER</b>	NAVY MEDICAL RESEARCH INSTITUTE (NMRI)
Annapolis Commercial (410) 293-3140 DSN 281-3140	Commercial (202) 295-1839 Commercial DSN 295-1839
Carderock Commercial (301) 227-1502 DSN 287-1502	

<b>Department of Defense</b>		<b>1. CLEARANCE AND SAFEGUARDING</b>			
<b>Contract Security Classification Specification</b> <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>					
		a. FACILITY CLEARANCE REQUIRED <b>SECRET</b>			
		b. LEVEL OF SAFEGUARDING REQUIRED <b>SECRET</b>			
<b>2. THIS SPECIFICATION IS FOR:</b> <i>(x and complete as applicable)</i>		<b>3. THIS SPECIFICATION IS:</b> <i>(x and complete as applicable)</i>			
<input checked="" type="checkbox"/> a. PRIME CONTRACT NUMBER	<input type="checkbox"/> b. SUBCONTRACT NUMBER	<input type="checkbox"/> a. ORIGINAL <i>(Complete date in all cases)</i>	DATE (YYMMDD)		
<input type="checkbox"/> c. SOLICITATION OR OTHER NUMBER	DUE DATE (YYMMDD)	<input type="checkbox"/> b. REVISED <i>(Supersedes all previous specs)</i>	REVISION NO. DATE (YYMMDD)		
		<input type="checkbox"/> c. FINAL <i>(Complete item 5 in all cases)</i>	DATE (YYMMDD)		
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO. If YES, complete the following: Classified material received or generated under _____ <i>(preceding Contract Number)</i> is transferred to this follow-on contract.					
<b>5. IS THIS A FINAL DD FORM 254?</b> <input type="checkbox"/> Yes <input type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's _____, retention of the identified classified material is authorized for the period of _____.					
<b>6. CONTRACTOR</b> <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a. Name, Address, And Zip Code		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
<b>7. SUBCONTRACTOR</b>					
a. Name, Address, And Zip Code		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
THIS DD 254 IS FOR BID PURPOSES ONLY					
<b>8. ACTUAL PERFORMANCE</b>					
a. Location		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b>					
ENGINEERING SUPPORT SERVICES FOR SIGNATURE MEASUREMENT PROGRAM SUPPORT					
<b>10. THIS CONTRACT WILL REQUIRE ACCESS TO:</b>	YES	NO	<b>11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</b>	YES	NO
A. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. FORMERLY RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. INTELLIGENCE INFORMATION:	<input type="checkbox"/>	<input type="checkbox"/>	E. PERFORM SERVICES ONLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(2) Non-SCI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	G. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	H. REQUIRE A COMSEC ACCOUNT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G. NATO INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	I. HAVE TEMPEST REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
H. FOREIGN GOVERNMENT INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	J. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I. LIMITED DISSEMINATION INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	K. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
J. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	L. OTHER <i>(Specify)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
K. OTHER <i>(Specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

12. **PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release

☐ Direct ☐ Through (Specify): NO RELEASE AUTHORIZED

Commander, Space and Naval Warfare Systems Command, (Code 00L), Arlington, VA 22245-5200

In the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) \* for review.  
In the case of non-DOD User Agencies, requests for disclosure shall be submitted to that agency.

13. **SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

ESTIMATED COMPLETION DATE

COGNIZANT COTR/PROGRAM MANAGER, NAME, CODE, TEL. NO.

14. **ADDITIONAL SECURITY REQUIREMENTS.** REQUIREMENTS, IN ADDITION TO ISM REQUIREMENTS, ARE ESTABLISHED FOR THIS CONTRACT. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

☐ YES

☐ NO

15. **INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☐ YES

☐ NO

16. **CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

RAY KOZLOWSKI

b. TITLE

Contracting Officer for  
Security Matters

c. TELEPHONE (INCLUDE AREA CODE)

(301) 227-1408

d. ADDRESS (Include Zip Code)

CARDEROCK DIVISION, NAVAL SURFACE WARFARE CENTER

SECURITY OFFICE, CODE 3050

9500 MACARTHUR BLVD, WEST BETHESDA, MD 20817-5700

e. SIGNATURE

17. **REQUIRED DISTRIBUTION**

☒

a. CONTRACTOR

☒

b. SUBCONTRACTOR

☒

c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

☒

d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

☒

e. ADMINISTRATIVE CONTRACTING OFFICER

☒

f. OTHERS AS NECESSARY MARY COLLARD CODE 3081 NSARC

## SECURITY GUIDANCE

- A. Access to classified information within the contractor's plant will be on a "need-to-know" basis.
- B. All generated classified documents will include the following statement:  
"Further dissemination only as directed by Commander, Carderock Division, Naval Surface Warfare Center (Code 7100).
- C. The following classification instructions apply and will be forwarded by separate correspondence as stated in item 14.b.(2): OPNAVINST S5513.3B of 25 Aug 93.

Enclosure:	3	Acoustic Warfare, Submarine
	7	Combat Systems Improved
	11	Detectability Reduction Program, SSN
	37	Submarine Warfare Matters
	55	Silencing Data, Ship
	56	Propulsors
	57	Vibration Data, Ship

- D. Access to, and custodial responsibility for, classified material at Naval Activities outside CONUS is authorized. Unless otherwise specified, such classified material will be made available at the Naval activity by the Government technical project coordinator.
- E. An example downgrading instruction follows: Classified by OPNAVINST S5513.5B (Enclosure 55) of 25 Aug 93. Declassified by OADR.
- F. All classified documents obtained or originated under this contract will be destroyed or returned when no longer needed or upon termination of this contract in accordance with the ISM, Chapter 5 Section 7, unless further retention authority has been granted in accordance with the ISM.
- G. Information on this contract is not releasable to personnel possessing reciprocal clearances without the written approval of NSWCCD Code 3080). (See Chapter 2 Section 2 of the ISM)
- H. Visit requests to activities other than NSWCCD shall have "NEED TO KNOW" certified by NSWCCD Project Manager: Code 7100 . All requests shall contain the information required by ISM (Chapter 7 Section 1) and shall not exceed the data indicated in item #4, or a 12-month period, whichever is earlier.
- I. When applicable, all NSWCCD badges will be returned upon completion of the contract or when no longer needed.
- J. Approval by the NSWCCD Security Manager or designee is for Security Purposes Only.
- K. Contractor may be required to access classified information gathered while on-board a Navy vessel which may be afloat in international waters.
- L. The requirements of Chapter 5 Section 2 of the ISM apply if any processing of classified information is involved in the performance of the contract.
- M. Use of a STU III telephone system is authorized.

**CONTRACT DATA REQUIREMENTS LIST**  
(2 Data Items)Form Approved  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

<b>A. CONTRACT LINE ITEM NO.</b>		<b>B. EXHIBIT</b>		<b>C. CATEGORY:</b> TDP _____ TM- _____ OTHER _____	
<b>D. SYSTEM / ITEM</b>		<b>E. CONTRACT / PR NO.</b> N00167-03-R-0066		<b>F. CONTRACTOR</b> To be determined	
<b>1. DATA ITEM NO.</b> A001	<b>2. TITLE OF DATA ITEM</b> Status Report			<b>3. SUBTITLE</b>	
<b>4. AUTHORITY (Data Acquisition Document No.)</b> DI-MGMT-80368		<b>5. CONTRACT REFERENCE</b> Task Statement		<b>6. REQUIRING OFFICE</b> Code 71	
<b>7. DD 250 REQ</b> LT	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b> MTHLY	<b>12. DATE OF FIRST SUBMISSION</b> EOM	<b>14. DISTRIBUTION</b>	
<b>8. APP CODE</b>	N/A	<b>11. AS OF DATE</b> 0	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> 30 DAC	<b>a. ADDRESSEE</b>	<b>b. COPIES</b>
				Draft	Final Reg Repr
<b>16. REMARKS</b>  Block no. 14 - Addressee - Additional data addresses shall be specified on individual task orders.  Data item no. A001 shall be submitted for each active task order issued under this contract.				NSWCCD	
				Dan Scipioni	
				9500 MacArthur Blvd.	
				W. Bethesda MD	
				20817-5700	
				NSWCCD	
				Code 3321	1
				9500 MacArthur Blvd.	
				W. Bethesda MD	
				20817-5700	
				<b>15. TOTAL</b>	2
<b>1. DATA ITEM NO.</b> A002	<b>2. TITLE OF DATA ITEM</b> Conference Minutes			<b>3. SUBTITLE</b>	
<b>4. AUTHORITY (Data Acquisition Document No.)</b> DI-ADMIN-81250A		<b>5. CONTRACT REFERENCE</b> Task Statement		<b>6. REQUIRING OFFICE</b> Code 71	
<b>7. DD 250 REQ</b> DD	<b>9. DIST STATEMENT REQUIRED</b>	<b>10. FREQUENCY</b> SEE BLOCK 16	<b>12. DATE OF FIRST SUBMISSION</b> SEE BLOCK 16	<b>14. DISTRIBUTION</b>	
<b>8. APP CODE</b> A	N/A	<b>11. AS OF DATE</b> 0	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> SEE BLOCK 16	<b>a. ADDRESSEE</b>	<b>b. COPIES</b>
				Draft	Final Reg Repr
<b>16. REMARKS</b>  Block nos. 10, 12, and 13 - Delivery requirements will be specified on individual task orders.  Block no. 14 - Addressee - Data addresses shall be specified on individual task orders.				See Block 16	
<b>15. TOTAL</b>					
<b>G. PREPARED BY</b> Dan Scipioni		<b>H. DATE</b>	<b>I. APPROVED BY</b> Dan Scipioni		<b>J. DATE</b>

17. PRICE GROUP

18. ESTIMATED  
TOTAL PRICE

17. PRICE GROUP

18. ESTIMATED  
TOTAL PRICE

**CONTRACT DATA REQUIREMENTS LIST***(2 Data Items)*Form Approved  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

<b>A. CONTRACT LINE ITEM NO.</b>		<b>B. EXHIBIT</b>		<b>C. CATEGORY:</b> TDP _____ TM _____ OTHER _____	
<b>D. SYSTEM / ITEM</b>		<b>E. CONTRACT / PR NO.</b> N00167-03-R-0066		<b>F. CONTRACTOR</b> To be determined	
<b>1. DATA ITEM NO.</b> A003	<b>2. TITLE OF DATA ITEM</b> Technical Report - Study/Services			<b>3. SUBTITLE</b>	
<b>4. AUTHORITY (Data Acquisition Document No.)</b> DI-MISC-80508A		<b>5. CONTRACT REFERENCE</b> Task Statement		<b>6. REQUIRING OFFICE</b> Code 71	
<b>7. DD 250 REQ</b> LT	<b>9. DIST STATEMENT REQUIRED</b> N/A	<b>10. FREQUENCY</b> MTHLY	<b>12. DATE OF FIRST SUBMISSION</b> EOM	<b>14. DISTRIBUTION</b>	
<b>8. APP CODE</b>		<b>11. AS OF DATE</b> 0	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> 30 DAC	<b>a. ADDRESSEE</b>	<b>b. COPIES</b> Draft Final Reg Repr
<b>16. REMARKS</b>  Block no. 14 - Addressee - Data addresses shall be specified on individual task orders.				See Block 16	
				<b>15. TOTAL</b> →	
<b>1. DATA ITEM NO.</b> A004	<b>2. TITLE OF DATA ITEM</b> Computer Software Product End Items			<b>3. SUBTITLE</b>	
<b>4. AUTHORITY (Data Acquisition Document No.)</b> DI-MCCR-80700		<b>5. CONTRACT REFERENCE</b> Task Statement		<b>6. REQUIRING OFFICE</b> Code 71	
<b>7. DD 250 REQ</b> DD	<b>9. DIST STATEMENT REQUIRED</b> N/A	<b>10. FREQUENCY</b> SEE BLOCK 16	<b>12. DATE OF FIRST SUBMISSION</b> SEE BLOCK 16	<b>14. DISTRIBUTION</b>	
<b>8. APP CODE</b> A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> SEE BLOCK 16	<b>a. ADDRESSEE</b>	<b>b. COPIES</b> Draft Final Reg Repr
<b>16. REMARKS</b>  Block nos. 10, 12, and 13 - Delivery requirements will be specified on individual task orders.  Block no. 14 - Addressee - Data addresses shall be specified on individual task orders.				See Block 16	
				<b>15. TOTAL</b> →	
<b>G. PREPARED BY</b> Dan Scipioni		<b>H. DATE</b>	<b>I. APPROVED BY</b> Dan Scipioni		<b>J. DATE</b>

<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
2. TITLE STATUS REPORT		1. IDENTIFICATION NUMBER DI-MGMT- 80368		
3. DESCRIPTION / PURPOSE 3.1 The Status Report documents the status of contractor effort towards achieving contract objectives. It identifies accomplishments to date and difficulties encountered, and compares the status achieved to planned goals and the resources expended. It is used by the Government to monitor and evaluate contractor performance.				
4. APPROVAL DATE (YYMMDD) 870608	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) G/T213	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION / INTERRELATIONSHIP 7.1 This data item description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 It is not intended that all the requirements herein should be applied to every program. Portions of this DID are subject to tailoring by deletion depending on the specific status reporting requirements of the project. (Continued on Page 2)				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER G4130
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . The Status Report may be in contractor format. 10.1.1 <u>Identification</u> . The data indicated below shall be contained on a title page or on the first page of the report. a. Title/identification of the system/component/program/project. b. Type of report (e.g., monthly, interim, final). c. Period covered by the report. d. Contract number. e. Preparing activity or contractor's title. f. Security classification, when required. g. Distribution Statement 10.1.2 <u>Page size</u> . The report shall be on 8 1/2 by 11 inch (metric A4) paper. 10.2 <u>Content</u> . The report shall contain the following: 10.2.1 <u>Summary</u> . The summary shall include a brief statement of the overall project status, covering the accomplished technical activities and development, objectives of efforts, summary results of efforts, identification of major problems/deficiencies with impact, and recommended solutions. 10.2.2 <u>Body of report</u> . The Status Report shall contain the following items, where applicable: (Continued on Page 2)				
11. DISTRIBUTION STATEMENT  DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.				



Block 7, Application/Interrelationship (Continued)

7.3 This DID is related to DI-FNCL-80331, Funds and Man-Hour Expenditure Report which can be used in conjunction with this report if Block 10 paragraph 10.2.2.3 below is deleted.

7.4 This data item description supersedes DI-A-5004A, DI-A-5008A, DI-A-5028, and DI-E-5039B.

---

Block 10, Preparation Instructions (Continued)

10.2.2.1 Milestone/task status. The status of each milestone/task as defined by the statement of work or contract, as applicable:

a. A statement as to whether or not the program/project/task is on schedule; if not, the effort planned to meet the schedule shall be indicated. Include an overall status of each milestone, task, or unit of work. Include updated schedule sheets, milestone charts, or task synopsis sheets identifying phase of task and percentage of completion of each task, technical instruction, or order.

b. A comparison of achieved end-product performance capabilities projected against contract baseline values, requirements, or allocations.

c. Effort expended on each task to date, and a brief description of technical developments and accomplishments.

d. Key dates in any testing program and a description of tests performed and significant test results. If applicable, a description of the amount and type of down time on the equipment or system under test.

e. A list of all designs completed and a brief description of each item. For designs in process, provide estimated dates for design and drawing completion.

f. A narrative of outstanding problems existing as of the previous status report, and their resolution status.

g. New problem areas encountered or anticipated, their effect on the overall work effort/project, and steps being taken to remedy problem situations.

h. Significant results of conferences, trips, or directives from the Contracting officer's representatives.

i. Any other information which may cause significant changes in the program schedule.

10.2.2.2 Future plans. Summary of future plans, recommendations and proposals both for the next reporting period and for any long term plans.

10.2.2.3 Itemized man-hours and costs. Itemized man-hour and cost expenditure incurred for the reporting period by category and task, total contractual expenditures, and funds remaining as of the reporting date.

Block 10, Preparation Instructions (Continued)

10.2.2.4 Contract deliveries status. The status of each deliverable end item, including data deliveries, as required by the contract. Provide item and contract identification, shipping/transmittal data, acceptance status, security classification, and scheduled due date information.

10.2.2.5 Report preparer. Name of person(s) preparing report and telephone number(s).

10.2.3 Appendices. Appendices, where applicable, for tables, references, charts, or other descriptive material. Each appendix shall be identified and referenced in the appropriate area of the report.

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
<small>Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.</small>				
1. TITLE  Conference Minutes			2. IDENTIFICATION NUMBER  DI-ADMIN-81250A	
3. DESCRIPTION / PURPOSE  3.1 Conference minutes provide documentation of technical information provided, and decisions and agreements reached, at meetings.				
4. APPROVAL DATE (YYYYMMDD)  931001	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)  F/ESC/EN-4	6a. DTIC APPLICABLE	6b. GPOEP APPLICABLE	
7. APPLICATION / INTERRELATIONSHIP  7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.  7.2 This DID supersedes DI-ADMIN-81250.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER  F6969	
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . Contractor format is acceptable.  10.2 <u>Content</u> . The minutes shall include the following information:  <div style="margin-left: 20px;"> a. A title page containing the following:  (1) Title - type of meeting and date.  (2) Identification of the acquisition (system, equipment, contract number) for which the meeting was held.  (3) Space for signatures of the designated representatives of the contractor and acquisition activity.  (4) The name of the contractor and address to which the acquisition activity should acknowledge receipt of comments.   b. The purpose and objective of the conference.   c. The conference location.   d. A summary of the discussions, decisions, agreements reached, and directions of the conference or individual subcommittees thereof. </div>				
(Continued on Page 2)				
11. DISTRIBUTION  DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.				

Block 10, Preparation Instructions (Continued)

e. A list of attendees by name, rank, rate, grade or position, activity represented, activity code, and phone numbers as appropriate.

f. Action items resulting from the conference.

## **DATA ITEM DESCRIPTION**

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: **DI-MISC-80508A**

Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No

Applicable Forms: No

AMSC Number: G7408

DTIC Applicable: Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd.,  
Ste. 0944, Ft. Belvoir, VA 22060-6218

### **Use/Relationship**

A technical report provides fully documented results of studies or analyses performed. This data item description contains the format and content instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID supersede DI-MISC-80508.

### **Requirements:**

#### **1. Format.**

- (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
- (b) Text shall be prepared on standard letter size paper (8 1/2" x 11").
- (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.
- (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

#### **2. Content.**

- (a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.
- (b) Table of Contents
- (c) Section I - Includes the following:
  - (1) Introduction
  - (2) Summary - A brief statement of results obtained from the analytic effort.
  - (3) Conclusions and their condensed technical substantiation's.
- (d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

DATA ITEM DESCRIPTION			Form Approved OMB No. 6704-0185	
1. TITLE Computer Software Product End Items		2. IDENTIFICATION NUMBER DI-MCCR-80700		
3. DESCRIPTION/PURPOSE 3.1 The Computer Software Product End Item provides data formatted for review or maintenance to assure significant milestones are met.  3.2 Data produced under this requirement will be used during the life cycle for development, operation and maintenance.				
4. APPROVAL DATE (YYMMDD) 881026	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) AMJCOM	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP  7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.  7.2 These requirements apply to all software product end items which are acquired for Department of Defense use.  7.3 This DID supersedes DI-E-1125.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER AMSC A4561	
PREPARATION INSTRUCTIONS  10.1 <u>Content</u> . The specific documentation/software required and the form in which they shall be furnished (documentation/source/object/executable) shall be as delineated on the Contract Data Requirements List ((CDRL), DD Form 1423).  10.2 <u>Media</u> . The specific media on which the documentation/software shall be furnished (e.g., 9 track magnetic tape, tape cassette, floppy disk) shall be as specified on the CDRL.  10.3 <u>Format</u> . The format and method used to store and retrieve the documentation/software using the above media and all specific computer compatibility requirements shall be as specified on the CDRL.				
11. DISTRIBUTION STATEMENT  <u>DISTRIBUTION STATEMENT A</u> : Approved for public release; distribution unlimited.				

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c			<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:		
<b>6. Federal Department/Agency:</b>			<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____		
<b>8. Federal Action Number, if known:</b>			<b>9. Award Amount, if known:</b> \$		
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):			<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
<b>Federal Use Only:</b>			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



**DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET**

Approved by OMB  
0348-0046

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_